TEXAS DEPARTMENT OF LICENSING AND REGULATION
PO Box 12157 ● Austin, Texas 78711-2157
(800) 803-9202 ● (512) 463-6599 ● FAX (512) 475-2871
www.tdlr.texas.gov ● cs.driver.education.safety@tdlr.texas.gov

DRIVING SAFETY INSTRUCTOR LICENSE INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in <u>black ink</u>. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples**.

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

1. <u>NAME</u> – Write your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)

2. <u>DATE OF BIRTH</u> – Write your birthdate.

3. <u>GENDER</u> – Select whether you are male or female.

4. <u>SOCIAL SECURITY NUMBER</u> – Social Security number disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at:

   www.oag.state.tx.us/child/index or call (512) 460-6000 or (800) 252-8014.

5. <u>MAILING ADDRESS</u> – Write your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.

6. <u>PHONE NUMBER</u> – Write a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.

7. <u>EMAIL ADDRESS</u> – Write your email address. By providing my email address I authorize TDLR to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.

8. <u>DRIVERS LICENSE NUMBER</u> - Provide the number on your driver's license, the listed state on the license, the Drivers license class, and the date the license will expire. Provide the date you received your first drivers license. <u>**Submit a clear photocopy of your current, valid drivers license.**</u>

9. <u>DRIVING SAFETY SCHOOL(s) TO BE EMPLOYED</u> - List the course numbers, name of the schools you are or expect to be employed by, school address, and school phone number.

10. <u>DRIVING SAFETY ENDORSEMENTS:</u> - Indicate the type of endorsement(s) which you wish to apply. Please ensure that all educational requirements for the type of endorsement(s) requested are met, and copies of appropriate certifications/training records/documents are included.

   Driving Safety Instructor

   1. Submit evidence of completion of:
      a) 16 hours of training, covering techniques of instruction and in-depth familiarization with material contained in the driving safety curriculum in which the individual is being trained; <u>and</u>
      b) 12 hours of practical teaching in the same driving safety course (Form DES009) and a statement signed by the course provider recommending the applicant for licensing. **GRADUATION REPORTS FOR THE CLASSES WHERE PRACTICE TEACHING OCCURRED MUST ACCOMPANY THE TRAINING RECORD.**

   Driving Safety Instructor Trainer

   1. Submit evidence of <u>one</u> of the following:
      a) a Texas teaching certificate with driver education endorsement and 12 hours of experience, exclusive of the 28-hour instructor development course, in the same driving safety course for which the individual is to teach;
      b) a teaching assistant certificate and 12 hours of experience, exclusive of the 28-hour instructor development course, in the same driving safety course for which the individual is to teach;
      c) completion of all the requirements of a driving safety instructor and 60 hours of verifiable experience as a licensed driving safety instructor, of which the most recent 12 hours shall be in the same driving safety course for which the individual is to teach; or
      d) proof of authorship of an approved driving safety course. The applicant who will provide the initial instructor training for a newly approved course shall demonstrate to the division director's designee the ability to teach the course and instructor training course prior to being licensed; <u>and</u>

   2. a statement signed by the driving safety course provider (if different than the applicant) recommending the instructor as an instructor trainer.

Instructor Development Course-Driving Safety Instructor Trainer

1. Submit evidence of completion of all the requirements for a driving safety instructor trainer plus one of the following:

   a) an additional 30 hours of verifiable experience as a licensed driving safety instructor or driving safety instructor trainer in the same driving safety course for which the individual is to teach; or

   b) proof of authorship of an approved driving safety course. The applicant who will provide the initial instructor training for a newly approved course shall demonstrate to the division director's designee the ability to teach the course and the instructor training prior to being licensed; <u>and</u>

2. a statement signed by the driving safety course provider, if different than the applicant, recommending the instructor as an instructor development course instructor trainer in driving safety.

11. <u>DRIVING SAFETY INSTRUCTION IN THE PAST 12 MONTHS</u> - Place a check in the box for the type of instruction given and list the schools, address, duties, subjects taught with the beginning and ending dates. Note: if more space is need add another piece of paper.

12. <u>CRIMINAL HISTORY</u> – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at www.tdlr.texas.gov/MISC/lic002.pdf

    If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and a $25 fee. You can find more information on the process and download the necessary forms on the TDLR website at www.tdlr.texas.gov/crimHistoryEval.htm

13. <u>DISCIPLINARY ACTION HISTORY</u> – Indicate if you have ever had an occupational license, certification, or Registration suspended, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf

14. <u>STATEMENT OF APPLICANT</u> - Carefully read the statement of applicant before dating and signing your application.

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES
The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the **Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: http://www.tdlr.texas.gov/misc/militarysupplemental.pdf.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the TDLR Military Information web page at: http://www.tdlr.texas.gov/military.htm.

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297, http://www.tgslc.org or email: cust.assist@tgslc.org.**

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DRIVING SAFETY INSTRUCTOR
LICENSE APPLICATION

DO NOT WRITE ABOVE THIS LINE

This completed form must be accompanied by required educational documents and the application fee.

APPLICATION FEE: $50 (FEE IS NON-REFUNDABLE)

1. Name:

_____   _____   _____   _____
Last   First   Middle Name   Suffix

| 2. Date of Birth: _____ - _____ - _____
 Month   Day   Year | 3. Gender: ☐ Male ☐ Female | 4. Social Security Number: (See instruction sheet for disclosure information) |

5. Mailing Address: (Used to receive mail from TDLR)

Number, Street Name, Suite Number/Apartment Number   City   State   Zip Code

| 6. Phone Number:
 (_____) _____
 Area Code   Phone Number | 7. Email Address: _____
 (Ex: johndoe@aol.com) See instruction sheet for disclosure information |

8. Driver License #: _____   State: _____   Class:____   Expiration date: _____/_____/_____

Date you received your first drivers license: _____ / _____ / _____

9. Driving Safety School(s) at which you are (or expected to be employed).

Course#	Name of Licensed School	Address	City	State	Phone Number
C					( )
C					( )
C					( )

10. Driving Safety Endorsements:

Indicate the type of endorsement(s) which you wish to apply. Please ensure that all educational requirements for the type of endorsement(s) requested are met, and copies of appropriate certifications/training records/documents are included.

☐ Driving Safety Instructor (DSI) _____
(Name of Course)

☐ Driving Safety Instructor Trainer (DSIT) _____
(Name of Course)

☐ Instructor Development Course -
Driving Safety Instructor Trainer (IDC - DSIT) _____
(Name of Course)

11. Have you given driving safety instruction within the past 12 months?   ☐ **Yes**
   A. Type of Instruction:

   ☐ Student or Practice Teaching

   ☐ Full or Part-time Instruction

   B. Identify the schools you where employed with in the last year.

Name of School	Address, City, State, Zip Code	Duties / Subjects Taught	From (Mo / Yr.)	To (Mo / Yr.)

12.	**Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?**	☐ **Yes** ☐ **No**

If YES, complete and submit a Criminal History Questionnaire (CHQ) for each offense.

See instruction sheet for more information

13.	**Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state?**	☐ **Yes** ☐ **No**

If YES, complete and submit a Disciplinary Action Questionnaire (DAQ) with this application. (This does **not** include your driver license.)

14.   STATEMENT OF APPLICANT

By signing this application, I certify all information submitted on this and the attached forms is true and accurate. I authorize TDLR to conduct any investigations of me which it deems prudent. I understand that the information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. I certify that I have read and will comply with all applicable provisions of Occupations Code Chapter 51, Education code Chapter 1001 and Texas Administrative code Chapters 84. I understand that providing false information on this application may result in denial of this application or revocation of the license I am requesting and the imposition of administrative penalties.

_____
Date Signed

_____
Signature of Applicant